



Non-Clinical Contractor Orientation Checklist

It is the responsibility of non-clinical contractors working temporarily at Anne Arundel Medical Center to read the provided material as indicated. Documentation of orientation must be received before working at AAMC. If there are any questions or concerns, the contractor will immediately address these issues with the individual in charge of the assigned area. Contractors are required to read the orientation packet and sign this form, in addition to completing other department-specific orientation activities as necessary.

Contractor's Name: _____ Department: _____

Please initial below when the following activities have been read and completed:

_____ *AAMC's Non-Clinical Contractor Orientation packet*

_____ *AAMC's Confidentiality Pledge*

_____ *AAMC's Post-test*

I have read and understand the above educational information and I agree to abide by Anne Arundel Medical Center's guidelines and procedures.

Signature: _____

Date: _____

Validated by: _____

Date: _____

ANNE ARUNDEL HEALTH SYSTEM
CONFIDENTIALITY AGREEMENT

I, _____, understand that as a workforce member/contractor/vendor of Anne Arundel Health System ("AAHS"), or an individual who has been given specific authorization by AAHS to participate in certain confidential patient care or other activities, I have a responsibility to safeguard patient privacy, Protected Health Information ("PHI"), as well as other AAHS confidential business information by assuring that access, use, and disclosure of the information is made by myself or others ONLY when the "Need to Know" exists. I understand, acknowledge, and agree that my, as well as my coworkers' and other individuals' access to PHI is permitted ONLY when I or they "need to know" the information, and that all other access to PHI is STRICTLY PROHIBITED by state and federal law.

"Need to know" is defined as OBTAINING, USING OR COMMUNICATING PHI or other AAHS employee or any other information which is REQUIRED for me to perform my specific job duties or as defined by the scope of my activities at AAHS. This pertains to PHI in the form of patient medical and personal information which is communicated orally or is accessed either by computer or in paper form, or which is used in preparing patient services such as dietary support, pharmacy support, or diagnostic support in the form of laboratory, radiology or other procedures. I may only obtain, use or communicate PHI on the specific patient to whom I am providing care or support services.

PHI means individually identifiable health information which is a subset of health information, including demographic information collected from an individual and is created or received by a health care provider, health plan, or healthcare clearing house; and that which relates to the past present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual; or which there is a reasonable basis to believe the information can be used to identify the individual.

I hereby agree not to OBTAIN, USE OR COMMUNICATE ANY PHI or other information about patients, employees or any other aspect of AAHS business which is not REQUIRED for me to perform my job or the scope of my activities at AAHS. I realize that to do so is a serious offense and that improper access, use, or communication of patient PHI or AAHS information results in harm to patients, employees and AAHS as a whole. I am aware that an offense of this nature will result in disciplinary action up to and including possible termination of my employment and/or contractual relationship with AAHS.

I hereby agree to:

1. I will only obtain, use or communicate a patient's Protected Health Information (PHI), employee information, or other AAHS information on a 'Need To Know' basis.
2. I will not openly discuss, nor be careless with, a patient's Protected Health Information (PHI), employee information, or other AAHS information in a manner that my conversation may be overheard, or file viewed, by someone who does not "Need To Know" the information.
3. I will not disclose my computer password or any other personal code or password which has been given to me by AAHS, and understand, acknowledge and agree that to do so is considered a breach of the confidentiality of the information which the password protects.
4. I will log off **OR** lock the computer EACH and every time I leave the computer for any reason.
5. I will not use my computer password to access confidential personal, employee, and/or family member information.
6. I will report any suspected or potential breaches of confidentiality to the Corporate Compliance Officer, and/or Privacy Officer.
7. As an employee, I will follow all Health System policies, including those that pertain to Confidentiality of Medical Records and Information (ERR3.1.05), Use and Disclosure of Protected Health Information (MR7.1.01), Faxing of Medical Information (MR7.1.04), the Corporate Compliance Plan (ADM1.1.64), and Computing and Electronic Communications Usage (HR8.3.20)
8. As an employee, I have received and will abide by the Confidentiality Policy(HR8.2.05) and Breach of PHI & Sanctions(ADM1.1.75)
9. As a contractor/vendor, I will abide by all federal and state laws regarding confidentiality of Protected Health Information. In order to create a password, please provide the last four digits of your Social Security Number (_ _ _ _) and the month and day of birth (_ / _ _).

MM DD

First Name MI Last Name

Date

Signature

Department/ Organization/ Company

POST-TEST

Name: _____ Date: _____ Score: _____

Directions: Please fill in the blanks or circle the correct answer

1. **True or False** A patient may not report the presence of pain because his or her culture believes that it is a “test of their will” and therefore, they must endure it.
2. The purpose of presenting this growth and development package in orientation and on an ongoing basis is:
 - a. For employees at AAMC to maintain awareness of the importance of recognizing the stages of growth and development so as to assess accurately and interact appropriately with all of our patients and visitors.
 - b. So that all may have a vague knowledge of the differences in ages across the lifespan in case you are floated to work with a population that you are not familiar with.
3. Mr. Y, 80 years old, is a visitor inquiring about the location of the patient he is coming to visit. He has significant hearing loss in the right ear. In giving directions to Mr. Y, which would be the best approach?
 - a. Face Mr. Y directly and speak loudly and in high tones, which are more easily heard by elderly with hearing loss.
 - b. Raise your voice slightly, but not your tone, and move close to Mr. Y’s left side so that he may hear you better.
4. **True or False** A 9-year old child is likely to be resistant to disrobing for a complete physical exam, therefore, he/she should be allowed to remained gowned as much as possible and only remove under garments when absolutely necessary.
5. **True or False:** Memorizing a formula like “RACE” can help you respond to a fire emergency fast and effectively
6. Define “PASS”: _____
7. **True or False:** If a Code Red “Mr. Firestone” occurs in the MRI suite, there are special “non magnetic” fire extinguishers available to put out a fire.
8. Which of the following can help prevent the spread of smoke and fire from a room?
 - a. Closing the door to the room
 - b. Placing a wet towel at the bottom of the closed door of the room
 - c. Closing the doors to rooms next to and across the hall form the room
 - d. All of the above
9. Which of the following statements is **TRUE**?
 - a. After evacuating a room, leave the door open to indicate it is empty
 - b. Use elevators for vertical evacuation
 - c. If a patient is located on the far side of the smoke zone, relative to the fire door, that patient must be evacuated past the room of fire origin
 - d. Move charts with patients

10. Before using any electrical equipment, you should first make the following safety checks:
 - a. Check the inspection tag
 - b. Examine it for frayed wires
 - c. Make sure it has a 3-prong grounded plug
 - d. All of the above

11. **True or False:** Emergency electrical outlets are located on your unit for use in case of an electrical outage

12. The staff member receiving the call notifying AAMC of the external disaster will obtain as much information as possible, such as:
 - a. Location of the event and chemical/biological agent involved.
 - b. Estimated number of casualties and estimated time of arrival.
 - c. The name, time, and source of the information.
 - d. Only a and c are needed.
 - e. a, b and c are needed.

13. If a piece of equipment malfunctions, the best practice is to
 - a. Return the equipment to storage
 - b. Try to fix the problem
 - c. Leave the equipment at the nurse's station
 - d. Mark the equipment as faulty and turn it in for repair

14. If you spill a hazardous material, where could you locate information on how to handle the spill and what to do if you are exposed to it?
 - a. Employee health office
 - b. On the bottle of the chemical used
 - c. On the MSDS sheet
 - d. Both b and c

15. **True or False:** The MRI machine is only dangerous when it is ON. There is no need to be careful around the MRI machine if you know that the machine is turned OFF.

16. What is an external disaster?
 - a. An emergency involving mass casualties from exposure to nerve gas
 - b. An emergency involving mass casualties from exposure to smallpox
 - c. Both A&B

17. **True or false:** It is the responsibility of the Emergency Department to designate the treatment areas based on the disaster type, and to communicate this to the Director of Patient Care.

18. Under the Hazard Communication Act, employers are responsible for which of the following?
 - a. Developing MSDSs for all hazardous chemical used in their facilities
 - b. Verifying the accuracy of MSDSs received with hazardous chemical shipments
 - c. Maintaining a file of MSDSs for all hazardous chemicals used in their facilities
 - d. All of these

19. The newborn abductor most commonly presents with which of the following traits or behaviors:
 - a. Wears a unit uniform, tells the patient's mother she/he is taking the infant for lab work.
 - b. Wears street clothes and tells the mother she is the home health nurse assigned to her case.
 - c. Snatches the baby from the mother and runs down the hallway to the front door.

20. It is acceptable to discharge children by
- Walking with the child to the lobby where the parent or guardian is waiting
 - Walking with the child and parents to the front lobby
 - Escorting the parent/guardian and the child in a wheelchair to the front lobby
21. Infectious agents like HIV may enter the body through
- Puncture wounds
 - Mucous membranes
 - Cut or cracked skin
 - All of these answers
 - None of these answers
22. You should wash your hands:
- When they are visibly soiled
 - After using the restroom
 - Before eating
 - All of the above
23. You always wear gloves when working with hazardous chemicals, blood, or body fluids. **True or False:** It is not necessary to wash your hands after removing your gloves.
24. An appropriate incident to report to the 4PTS hotline is a:
- Medication error
 - Patient's dislike of his meal
 - Family complaint
 - Lack of clean towels on the unit
25. You can call 4PTS to report a patient incident:
- Between 0700-1500
 - On any weekday
 - Anytime
 - Anytime except weekends
26. **True or False:** A staff member must be 100% certain that someone is being abused in order to contact the AAMC Abuse/DV Team.
27. **True or False:** The two best ways to contact the AAMC Abuse/DV Team are: send a Clin Con & have Abuse/DV Team paged through AAMC Operator

You have reached the end of the post-test.